

ACES 2013 Progress Quick Reference Guide

Form Section	Subsection	Reporting Manager <i>(Employee being evaluated)</i>	Appraising Manager <i>(Supervisor of Employee being evaluated)</i>
Manager Objectives	Text and Weight	Add, edit, delete text in SMART objective Adjust weights if needed (zero for objectives that aren't relevant)	Add, edit, delete text in SMART objective Adjust weights if needed (zero for objectives that aren't relevant)
Manager Objectives	Milestones (if any)	Update text and % done; add milestones as needed	Update text and % done; add milestones as needed
Manager Objectives	Progress Comments	Enter comments	Enter comments
Manager Objectives	Progress Rating	Not applicable Rating field is hidden until form is in final review stage	Assign rating after reviewing rating definitions (updated for this year)
Career Growth Objectives	Text and Weight	Add, edit, delete text in SMART objective	Add, edit, delete text in SMART objective
Career Growth Objectives	Milestones (if any)	Update text and % done; add milestones as needed	Update text and % done; add milestones as needed
Career Growth Objectives	Comments	Comments not needed until Final Review	Comments not needed until Final Review
Career Growth Objectives	Rating	Not rated until Final Review	Not rated until Final Review
Core Competencies	15 statements	Read to get familiar; rated at Final Review	Read to get familiar; rated at Final Review
Overall Progress Review	Comments	Enter overall comments including other duties/ accomplishments not captured on form	Enter feedback on performance and highlight any attendance or work behavior issues
Overall Progress Review	Rating	Not applicable; Rating field is hidden until form is in final review stage	Enter overall rating after reading new definitions for 2013
Communication	Progress Meeting is held	Meet and discuss	Meet and discuss; provide positive
Wrap-up Progress Stage	Moving form to Final Review Stage	Cannot move	Move to final review stage by clicking "done" button under May 3 rd date at top of form